Tshwane University of Technology

We empower people

VACANCY BULLETIN

PART TIME STUDENT ASSISTANT X1 (Registration period January 2027- March 2027)

Faculty of Engineering and the Built Environment
Department of Architecture and Industrial Design
Ref: 26/J74

The Faculty of Engineering and the Built Environment, within the Department of Architecture and Industrial Design, is offering a **Student Assistant** position for the January 2027-March 2027 Registration period.

19 Hours/week (12 weeks, January 2027- March 2027)

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments

Core Functions: The successful candidate will undertake the following responsibilities:

- Assist staff and Departmental Administrators with office administration.
- Support admission and registration processes.
- Handle reception duties.
- Assist with filing and sorting tasks.
- Communicate and liaise with all student inquiries.
- Possess good communication and interpersonal skills.
- Demonstrate advanced computer skills.
- Showcase excellent organizational and administrative skills.

Minimum Requirements: Applicants must be registered or under consideration for the 2027 academic year in Diploma, Advanced, or Postgraduate Office Management and Technology, Business Administration, or equivalent programs. Other requirements include proficiency in MS Office, TUT MIS navigation, and full proficiency in English.

Experience: minimum of one to two (1-2) years of relevant experience at the Academic Department administration level.

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Interested candidates should submit their CV, academic record, and ID copy **as one single PDF Document** by email to: **Mr Godfrey Motaung** Email: Architecture@tut.ac.za

Closing Date: **16 November 2026**– Enquiries to Mr Godfrey Motaung, Tel: 012 382 4214/ 5252. NB.: If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of this post.

Women and people with disabilities are encouraged to apply.